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Nota di contenuto	Cover -- Contents -- Acknowledgments -- Preface -- 1 First, Establish a Well-Honed Writing Habit -- 1 Write or Don't Write but Make a Decision -- 2 Write as a Way of Life -- 3 Write about What Compels You -- 4 Take Control of Your Day -- 5 Write Every Day -- 6 Schedule Writing Blocks -- 7 Capture Time by Writing in the "Gaps -- 8 Stay Home (or Locked in a Tower) -- 2 Become Dogmatically Disciplined and Set Firm Boundaries -- 9 Take Vows of Discipline and Delayed Gratification -- 10 "Just Say No" to Competing Demands -- 11 Rebuke the Demons of Service -- 12 Connect your Writing to Teaching and

Service -- 13 Avoid the Factory Mentality and Lunch Crowd -- 14 Demand Equity in Faculty Responsibilities -- 15 Model Boundaries without Neglecting Students or Retreating -- 16 Keep "To Do" Lists for Your Day, Year, and Career -- 3 Cater to Your Writing Rhythms -- 17 Discover Your Optimal Writing Time(s) -- 18 When in the "Writer's Flow," Stay There! -- 19 Honor Your Own Writing Rhythms -- 20 Stimulate Brain Chemistry and Writing Efficacy -- 4 Develop the Attitudes and Perspectives of a Prolific Writer -- 21 Frame Productivity as a Professional Privilege -- 22 Write to Thrive, Not Merely to Survive -- 23 Be Patient as a Scholarly Writer -- 24 Be Persistent as a Scholarly Writer -- 25 Tolerate Rejection (and Learn from It) -- 26 Learn Good Coping Skills as a Writer -- 27 Take Time (But Not Your Writing Time) to Contemplate -- 5 Know When to Collaborate and When to Cut Losses -- 28 Find Supportive Colleagues and Critical Editors -- 29 Collaborate Often but Selectively -- 30 Carefully Structure Collaborative Projects -- 31 Know When to Cash Out -- 6 Practice Systematic Writing from Start to Finish -- 32 Clean Your Desk and File Your Work -- 33 Develop a Sound Writing System -- 34 Choose the Journal (or Publisher) First -- 35 Write Your Title Early. 36 Work on One Manuscript at a Time -- 37 Generate Multiple Products When Possible -- 38 Write Programmatically-Maintain a Focus -- 39 Pick the Low-Hanging Fruit First -- 40 Overestimate Time to Completion -- 41 It's All about Quality (and Quantity Matters too) -- 7 Revise, Edit, and Revise Some More -- 42 Mediocrity is Not Allowed-Edit Yourself Thoroughly -- 43 In Words, Practice Parsimony -- 44 Return Revisions Immediately -- 8 Seek Mentors, Mentoring Networks, and Writing Coaches -- 45 Maximize Productive Mentoring Relationships -- 46 When Seeking a Writing Mentor Be Selective -- 47 Access Writing Coaches for Specific Concerns -- 48 Use Mentors to Learn Academic Cultural Norms -- 49 Not All Writers Benefit from Mentoring, Networking, and Coaching -- 9 Tackle Thoughts and Emotions that Block Productivity -- 50 Dispute Thoughts that Interfere with Writing -- 51 Overcome Procrastination or Die Trying -- 52 Reinforce Desired Behaviors -- 53 Refuse to Dwell on Setbacks -- 54 You Are a Writer, Writing is not You -- 10 Master the Mechanics of Publication: What Publishers Want You to Know -- 55 Solicit Feedback from Peer Readers and Proofreaders -- 56 Target Your Manuscript to a Specific Journal or Publisher -- 57 Carefully Prepare Your Manuscript -- 58 Carefully Prepare Your Cover Letter and Summary -- 59 Carefully Prepare Your Book Prospectus -- 60 Communicate Clearly with Editors and Publishers -- 11 Drink Deeply from the Cup of Life -- 61 Connect Writing to Life and Life to Writing -- 62 Practice Self Care and Healthy Habits -- 63 Infuse Your Writing with a Guiding Philosophy -- 64 Gracefully Weather Critical Life Events -- 65 Adapt at Midlife (and Beyond) -- References -- Index -- A -- B -- C -- D -- E -- F -- G -- H -- I -- J -- K -- L -- M -- N -- O -- P -- R -- S -- T -- V -- W.

## Sommario/riassunto

This is a pithy, no-nonsense, no-excuses guide to maximizing the quality and quantity of your scholarly products. Write to the Top! offers an accessible overview of the art of writing efficiently and effectively; it is the first book that explicitly summarizes the key elements to prolific productivity in academic settings.